

How to Enroll with AD Self-Service Plus

(This guide will walk you through enrolling in AD Self-Service Plus)

Getting Started:

There are only two steps involved, **Enrollment & Verification**

During Enrollment, you will need to provide information that will identify you when you request a password reset or account unlock.

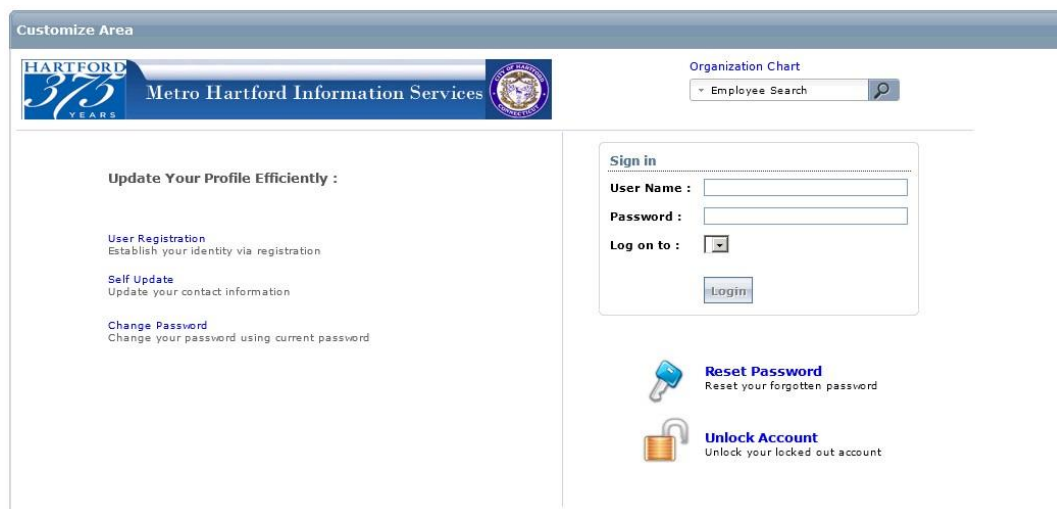
When you request a password reset/account unlock, AD Self-Service Plus uses this enrollment information to ensure that it indeed is “YOU” that is trying to reset “YOUR” password or unlock your network account.

The information that you will provide is the following:

- Security Questions & Answers

Please follow these steps to enroll:

1. Go to this url <http://PWDRreset.hartford.metro:8443>. Log into ADSelfService Plus with your Network Username, Password, and select your Domain. After you are logged in Click on the ‘**Enrollment**’ tab.



The screenshot shows the AD Self-Service Plus web application interface. At the top, there is a 'Customize Area' header. Below it, the Metro Hartford Information Services logo is displayed on the left, and an 'Organization Chart' link with an 'Employee Search' input field is on the right. The main content area is divided into two columns. The left column, titled 'Update Your Profile Efficiently:', contains three links: 'User Registration' (Establish your identity via registration), 'Self Update' (Update your contact information), and 'Change Password' (Change your password using current password). The right column contains a 'Sign in' section with fields for 'User Name', 'Password', and a 'Log on to:' dropdown menu, followed by a 'Login' button. Below the sign-in section are two links: 'Reset Password' (Reset your forgotten password) and 'Unlock Account' (Unlock your locked out account).

2. Select the ‘**Security Questions & Answers**’ tab and select a security question from the list. Type in the answer to your security question in both empty boxes. Once you have answered your Security Questions, click on the ‘**Save**’ button.

Register Your Security Que & Ans

Que: -----Please Select a Question----- ▼

-----Please Select a Question-----

What is your mother's maiden name ?

What is the name of your favorite cousin ?

The country have you always dreamed of vacationing in ?

What is your favorite colour ?

Who is was childhood hero ?

What was the name of your elementary school ?

What is the first name of your eldest nephew/niece ?

When is your parents' wedding anniversary ?

What was your favorite cartoon character during your childhood ?

What is the first name of your maternal grandmother (mother's mother) ?

What is your favorite Pet's name?

Answer Confirm Answer

☒ Hide Answer(s)

Register Your Security Que & Ans

Que: What is your favorite colour ? ▼

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A message stating that you have enrolled will be displayed. That's it! You are now Enrolled!